

पृष्ठ नं-१

१८०

१८०

३

सरस्वती श्री विमर्श

OF INSTRUCTION
FOR



IN PUBLIC
ADMINISTRATION

कार्यालय कार्यालय

विषय बैप्टर कर्म

सम्बन्धित कार्यालय

कार्यालय

देखि



फाईल नं-१

सुर् नारायण बहादुर थापा

Courses of Instruction
For
Diploma in Public Administration

NARAYAN BAHADUR THAPA

DIPLOMA LEAFLET

(For Private Students)

मात्र पत्रमा मात्र पराका दिन पाउनेछ ।

प्रथम खण्ड

01

- | | |
|--|----|
| ✓ 1. Principles of Public Administration | 80 |
| ✓ 2. Political and Social system of Nepal | 80 |
| ✓ 3. Development Planning and Project Planning | 80 |
| ✓ 4. English I | 80 |
| ✓ 5. Nepali | 80 |

दोस्रो खण्ड

- | | |
|--------------------------------------|-----|
| 1. Research Methodology | 80 |
| 2. English II | 80 |
| 3. Finance, Accountancy and Auditing | 80 |
| 4. Specialization | 160 |

Specialization क्षेत्रमा कुनै दुइवटा लिनु पर्नेछ ।

(1)

Diploma in Public Administration

जन प्रशासनको स्नातकस्तरको प्राइमेट परीक्षामा सम्मिलित हुन न्यूनतम योग्यता प्रमाण-पत्र वा सो सरह उत्तीर्ण भएको हुनु पर्नेछ ।

प्रत्येक पत्र ८० पूर्णाङ्कको दशवटा पाठ्यांशहरू हुनेछ । यस तहको परीक्षालाई दुई खण्डमा विभाजन गरी प्रत्येक खण्डमा पाँच पाँच वटा पत्रहरू रहनेछन् ।

प्रथम खण्डमा उत्तीर्ण हुन त्यस खण्डमा समावेश गरिएका सबै पत्रहरूमा वेग्लवेग्लै उत्तीर्ण हुनु पर्नेछ ।

कुनै खण्डको कुनै पत्र अनुत्तीर्ण भएमा सोही खण्डको आगामी परीक्षामा सो पत्रमा नान परीक्षा दिनु पर्नेछ ।

प्रथम खण्ड

८१

- ✓ 1. Principles of Public Administration 80
- ✓ 2. Political and Social system of Nepal 80
- ✓ 3. Development Planning and Project Planning 80
- ✓ 4. English I 80
5. Nepali 80

दोस्रो खण्ड

1. Research Methodology 80
 2. English II 80
 3. Finance, Accountancy and Auditing 80
 4. Specialization 160
- Specialization क्षेत्रमा कुनै दुइवटा लिनु पर्नेछ ।

DIPLOMA IN PUBLIC ADMINISTRATION

I PRINCIPLES OF PUBLIC ADMINISTRATION

80

A. Basic concepts in administration, controversy on the Universal of the principles of Public administration, growth of inter-disciplinary approach in Public Administration, comparative administration, decision-making approach in Public Administration, policy analysis approach in administration. Introduction to system and organization analysis, organization structure based on purpose, place, persons and process, centralization, centralization VS. decentralization management information system.

Books

- | | | |
|---|----------------------|--|
| 1 | M. P. Sharma | Theory and Practice of Public Administration |
| 2 | Priffner & Prestheus | Public Administration |
| 3 | Priffner & Sherwood | Organization |
| 4 | गुरुषोत्तम सुवेदी | लोक प्रशासन |

II POLITICAL AND SOCIAL SYSTEM OF NEPAL

80

A. The political system of Nepal with emphasis on the panchayat structures, the monarchy, the council of ministers. Role of administration in the political structure of Nepal. The social system

Role of administration (2)

of the people of Nepal, the composition of the Ethnic group of Nepal and their cultural and religious practices.

Books ~~BOOKS~~

- | | |
|----------------------|--------------------------|
| 1. Pasupati Shumsher | Nepal in Perspective |
| & K. P. Malla | Public Administration in |
| 2. M. K. Shrestha | Nepal. |
| 3. M. L. Joshi | Experience of Public Ad- |
| | ministration in Nepal |
| 4. डोरबहादुर बिष्ट | सबै जातको फूलबारी |

III. DEVELOPMENT PLANNING AND PROJECT PLANNING 80

A Relevance of Economic planning to under-developed countries, different forms of planning, How plan should be formulated, capital formation, investment criteria, regional planning, Techniques of project planning, project engineering, calculation of necessary investment, time value of money, cost benefit analysis, tools of project management, budgeting, control and standard costs, financial report and its analysis. Control of projects by not work analysis.

Books

Author's Name	Title
1 Arthur Lewis	Development planning ✓
2 Kuchhel	Financial Management
3 Gestenberg	" "

IV. RESEARCH METHODOLOGY 80

- A Research design. (Problem industification, hypothesis formulation, and its testing) Techniques of data collection, processing and report writing. Preparation of a research proposal for study. Fundamentals of statistics with measure of central tendency, measure of dispersion, diagrammatic representation, probability theory and its application sampling theory.

Books

- 1 Prem Raj Pant & Howard Wolf Manual of Research writing
- 2 Elhance Fundamentals of Statistics
- 3 C. D. Gupta Statistical Methods

V. FINANCE, ACCOUNTING & AUDITING 80

- A General introduction shall be given on finance, accounting techniques and purpose of auditing with special reference to Nepal.

Books

- | | | |
|-----------|---|-----------------------|
| 1 Murphy | { | Managerial Accounting |
| 2 Kuchhel | | Business Finance |
| 3 Tandon | | Practical Auditing |

VI ENGLISH I 80

- A Additional language drill on a more advanced Level.
- B Reading exercises to provide the basis technical vocabulary necessary for studies in the humanities.

Books

- 1 Ronald Mackin & Donald Carver A Higher Course of English Study
- 2 Roland Mackin & William F. Hawkins English Studies Series 4

VII ENGLISH II

80

- A Additional drill on structural English, stressing correct English usage and providing remedial work in English structures.
- B Provided exercises in the correct use of written English.
- C Studies good, contemporary English as provided in *The London Times*, *The Observer*, and the *Listener*.

Books

- 1 S. Pit Corder An Intermediate English Practice Books
- 2 The English We use

VIII. नेपाली ;

८०

क. शब्दार्थ र शब्द-निर्माण तथा वाक्यार्थ र वाक्य-निर्माणको ज्ञान र प्रयोग, संक्षेपीकरण, विस्तृतीकरण, टिप्पणी बोध (Comprehension) को ज्ञान र प्रयोग

- | | |
|------------------------|------------------------|
| १. सोमनाथ शर्मा | मध्य चन्द्रिका |
| २. चूडामणि बन्धु | नेपाली भाषाको उत्पत्ति |
| ३. तुलसी प्रसाद हुंगेल | नेपाली व्याकरण |
| ४. पारसमणि प्रधान | नेपाली व्याकरण |
| ५. श्री ५ को सरकार | रूपान्तरित शब्दहरू |

६. बालकृष्ण सम

वीर अमर सिंह

७.

श्री ५ महाराजाधिराजका अमर भाषणहरू

८. सम्पादन: तारा प्रसाद

जोशी

नेपाली कथा संग्रह भाग २

गोरखापत्रका शनिवासरौय परिशिष्टांक-
हरू (सत्र भित्रका)

IX SPECIALIZATION:

Any two groups out of three 160
LOCAL GOVERNMENT, CENTRE-FIELD
RELATION AND COMMUNITY DEVELOPMENT (Group A) 80

A Practice of local governments of India, U. K. and U.S.A. comparative analysis shall be made on the local government activities of Nepal.

B Centre-Field Relations.

Centres-role in directing and controlling field office, demarcation of functions between the field office and centre office, delegation of authority decentralization, information systems, horizontal as well as vertical

C Community Development.

Introduction of Community development, Determination of felt needs relation between the community development activities and national development goals, various techniques of community development.

Books

1. Harold Alderfer

Local Government New York: Mc-
in Developing Graw Hill 1964
Countries

2. Samuel Humes The structure of The Hauge Mar-
Local Government tirus Nighiff
throughout the 1961
World
3. Danial N. Cherter Center and Local London:
Government, Finan- Macmillan 1951
cial and Administra-
tive Relations
4. William Biddle The Community New Delhi:
Development Aurrind Publi-
Process shing, 1965
5. H. M. G. Publica-
tions on Local
Administration.

✓ COMPARATIVE ADMINISTRATION AND DEVELOPMENT ADMINISTRATION ✓

(Group B)

80

- A Comparative analysis of different system of of administration, Techniques of Comparision.
- B Discussion shall be made on the various approa-
ches on development administration behaviorial
Economic and Political approaches, efforts shall
be made to analyse these differnet factors in
relation to development administration.
- C Identification of Programme, Techniques of
Programme budgeting system, PERT/CPM and
other techniques in formulating the programme
and execution of these programmes at the lower
cost.

- 1 Ferrel Heady Comparative Adminis- Printice Hall:1966
trative A Perspective
- 2 Prachanda Pradhan Aspects of develop- Kath: CEDA 1970
ment Administration

CONSTITUTION OF NEPAL & CONSTITUTIONAL LAW

80

(Group C)

- A Basic factors of Nepalese Constitution
- B Crown
- C Raj Sabha
- D Rastriya Panchayat System and its different Tiers
- E Constitutional Organs such as Supreme court, P.S.C., Election Commission, Auditor-General and Attorney-General etc.
- F Meaning of Constitutional Law, its importance
- G Origin and development of constitutional Law.
- H Basic factors of Constitutional Law.
- I History of the development of Nepalese constitutional Law.

Books

- | | | |
|--------------------|---------------------------|-----------------|
| १. टोप बहादुर सिंह | नेपालको संविधानको विवेचना | |
| २. | नेपालको संविधान | कानून मन्त्रालय |

3710 41 2891

99990

21. 1. 270

Printed at: Sajha Prakashanko Chhapakhana Lalitpur, Nepal

